

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

January 30, 1991

FIRMR BULLETIN C-1

TO: Heads of Federal agencies
SUBJECT: Sharing telecommunications resources

1. Purpose. This bulletin provides information and guidance about the sharing of local telecommunications resources.
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Contents.

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4. Related material.

- a. FIRMR Bulletin C-15
- b. FIRMR 201-20.203-1
- c. FIRMR 201-20.305-1

5. Information and assistance. Agencies seeking more information about providing or using shared telecommunications facilities and services should contact:

General Services Administration
Systems Management Division (KVO)
18th and F Streets, NW
Washington, DC 20405

Telephone: (202) 501-0071 or FTS 241-0071

TC 90-1

Attachments

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION
APPENDIX B

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6. Acronyms.

CPE Customer premise equipment
DPA Delegation of procurement authority
MOU Memorandum of understanding

7. General. The administrative effort to acquire CPE can be reduced substantially by sharing existing telecommunications resources. While cost and technical problems need to be resolved, the advantages of having one agency serve the communications needs of other agencies at a location can be considerable. Even if the location serves only two agencies with fewer than 50 telephones, the advantage of a single system can be significant.

Implementation of this single-server concept can result in better coordination and control of records, resources, and universal wiring to meet current and projected needs for both voice and data applications. Small systems can be arranged to provide features and services either not available or too costly to obtain through individual business line applications.

8. Agency responsibility. Agencies should consider sharing their local telecommunications resources with other agencies. User and provider agencies should develop an interagency agreement or MOU to cover the sharing of telecommunications resources. A sample of items that should be covered in an MOU is presented in Attachment B.

a. Provider agencies. Each agency is responsible for determining the extent to which it will provide telecommunications facilities and services to other Federal agencies. Agencies are encouraged to contact GSA to have additional sharing locations listed in Attachment A.

b. User agencies.

(1) FIRMR 201-20.203-1 requires agencies to consider using available resources on a shared basis as an alternative for satisfying their requirements. A listing of telecommunications sharing opportunities is provided in Attachment A.

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(2) The FIRMR requires an agency to consider shared resources when the agency determines that doing so is the most advantageous alternative for satisfying its requirement. To make this determination, an agency should evaluate whether a shared telecommunications system will be technically and economically feasible and whether the system meets the agency's telecommunications requirements.

(3) FIRMR 201-20.305-1 requires that an agency obtain a DPA if another agency has a telecommunications switching function at the location.

c. Sharing considerations. Agencies need to consider the following factors when performing the requirements analysis and analysis of alternatives for a location:

(1) The number of lines available on the system;

(2) Current and future telecommunications requirements;

(3) Ability of the sharing facility to meet special requirements (e.g., secure lines, national security emergency preparedness);

(4) Existing service costs at the sharing facility and estimated costs of the requesting agency's requirements;

(5) Environmental constraints at the sharing facility;

(6) Possible relocation plans of the agency managing the sharing facility; and

(7) Expandability of the sharing facility's system.

9. GSA responsibility.

a. GSA will assist agencies in developing sharing opportunities. Where appropriate, GSA will designate an agency to be the primary organization to provide telecommunications services at a building or complex. GSA will assist in the development of an MOU, and help in the resolution of conflicts.

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b. GSA would like to receive information about other locations with sharing potential that could be included in Attachment A. Please send information to:

General Services Administration
Regulations Analysis Division (KMR)
Washington, DC 20405

Telephone: (202) 501-3194

10. Cancellation. FIRMR Bulletin 62 is canceled.

Thomas F. Buckholtz
Commissioner
Information Resources
Management Service

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ATTACHMENT A

TELECOMMUNICATIONS SHARING LOCATIONS

Location, Name, and Address of Agency Washington, DC: Energy, Dept. of	Contact Person/Telephone Commercial FTS
1000 Independence Ave., NW	George Kranich 301-353-2711 353-2711

Federal Emergency Management Agency	Bruce Campbell
500 C Street, SW	202-646-2965 646-2965

State, Dept. of	Robert Bubniak
1201 C Street, NW	202-647-4300 647-4300
1425 K Street, NW	
2401 E Street, NW	
1400 Key Blvd., Arlington, VA	
1300 Wilson Blvd., Arlington, VA	
1400 Wilson Blvd., Arlington, VA	
1601 N. Kent Street, Arlington, VA	
1621 N. Kent Street, Arlington, VA	
1800 N. Kent Street, Arlington, VA	
1700 N. Ft. Myer Drive, Arlington, VA	
7944 Angus Court, Springfield, VA	
8400 Terminal Road, Springfield, VA	

Treasury, Dept. of the	Harold Green
1111 Constitution Ave., NW	202-535-6337
1201 Constitution Ave., NW	
1301 Constitution Ave., NW	
1200 Pennsylvania Ave., NW	
15th Street & Pennsylvania Ave., NW	
14th & C Streets, NW	
1201 E Street, NW	
1310 L Street, NW	
1050 Connecticut Ave., NW	
490 L'Enfant Plaza, SW	
999 E Street, NW	
33 3rd Street, NW	
3700 East-West Highway, Hyattsville, MD	

U. S. Courts, 1st Street, NE	James Sizemore
	202-633-6371 633-6371

Greenbelt, Maryland	
NASA	Sandra Bates
Goddard Space Flight Center	202-453-2191 453-2191

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ATTACHMENT A

TELECOMMUNICATIONS SHARING LOCATIONS

Location, Name, and Address of Agency	Contact Person/Telephone	Commercial	FTS
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Hyattsville, Maryland Treasury, Dept. of - See Washington, DC			
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Arlington, Virginia State, Dept. of - See Washington, DC			
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Springfield, Virginia State, Dept. of - See Washington, DC			
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ATTACHMENT B

SAMPLE OF ITEMS TO BE COVERED IN A
MEMORANDUM OF UNDERSTANDING (MOU)

1. Charges for services and facilities:
 - a. Dedicated facilities (e.g., special attachments)
 - b. Shared facilities (e.g., main switch, trunks, batteries)
 - c. Agency exclusive-use expenses (e.g., moves, changes, tolls)
 - d. Common-use expenses (e.g., floor space, maintenance, power)
 - e. Overhead (e.g., contract monitoring, administration, billing)
 - f. Termination liabilities
2. Billing:
 - a. Capital funding, if required (e.g., initial buy, upgrades, expansion)
 - b. Recurring cost (e.g., lease, maintenance, moves, overhead)
 - c. Payments (e.g., initial, monthly, quarterly, annual, termination)
 - d. Billing conflict resolution
 - e. Budget estimates (e.g., annual projections)
3. Service requests:
 - a. Special equipment
 - b. Trouble reporting
 - c. Moves and changes
 - d. Service complaints
 - e. Training
 - f. New orders
4. Contractor interface responsibilities:
 - a. Providing agency (e.g., contracting officer's technical representative (COTR))
 - b. User agency (e.g., installation of agency-owned telephones)
 - c. Local exchange company (e.g., direct or through COTR)
 - d. Contractor (e.g., deals directly with provider or using agency)
 - e. Building manager
 - f. GSA (e.g., when a public building is the location or GSA is a party to the MOU)
5. Long-distance service responsibilities:
 - a. Providing agency
 - b. User agency
 - c. Least-cost routing capabilities
 - d. Primary interexchange carrier (PIC) selection
 - e. FTS2000

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ATTACHMENT B

6. Termination arrangements:
 - a. User agency leaves
 - b. Providing agency leaves
 - c. Termination of MOU

